



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

JURY ADMINISTRATOR

ANNOUNCEMENT NUMBER 21-WAW-31

ANNOUNCEMENT DATE August 6, 2021

CLOSING DATE Open until filled; preference given to resumes received before **August 23, 2021**.

The U.S. District Court for the Western District of Washington is accepting applications for a full-time Jury Administrator. This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington, and will require frequent travel to the Tacoma Courthouse. The Jury Administrator is responsible for the management and oversight of the day-to-day operations of the Jury team.

REPRESENTATIVE DUTIES

The Jury Administrator coordinates and prepares qualified individuals for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent ensures efficient and impartial operation related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and grand juries. The incumbent will create and maintain the court's jury wheels, monitor court calendars to determine the number of jurors needed, prepare orientation materials, conduct juror orientation, manage juror resources for optimum usage, prepare vouchers for juror related expenses, maintain jury system records, provide information to respond to jury challenges, and prepare statistical reports for the clerk, judges and the Administrative Office of the U.S. Courts.

Additional Representative Duties:

- Perform duties relating to master wheel refill and grand jury selection. Monitor and record the jury questionnaire process, juror attendance, and selection. Provide support and assistance to jurors during jury service.
- Responsible for coaching, mentoring, and developing jury team members, including developing training plans and materials.
- Plan goals, objectives, procedures, and work standards for the jury team.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors and prepare attendance certificates. Process returned summons, including data entry and preparation of excusal letters.
- Operate and optimize the court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- Develop and maintain jury-related information for the court's internal and external websites.
- Maintain and update inbound and outbound telephone messaging through the use of an interactive voice response system for summoned jurors. In addition, maintain and update demographic and other information on juror candidates.
- Resolve routine prospective juror requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule and or advise on non-compliant jurors.
- Monitor court calendars to determine the appropriate number of jurors needed for

	<p>each jury trial day.</p> <ul style="list-style-type: none"> • Work with and coordinate needs and jury activity with chambers' staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials. • Check-in jurors, conduct juror orientation, and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom. • Prepare and provide statistical data on petit and grand jury panels. • Prepare, receive, and process juror exit questionnaires. • Analyzes jury management process for areas of improvement to reduce costs, minimize inconvenience to jurors, and maximize juror utilization. • Serve as a liaison with other agencies, outside vendors, and local building management, as requested. • Perform other related duties as assigned.
QUALIFICATIONS	<p>Candidates must have a high school diploma or equivalent and a minimum of three years of specialized experience in a related legal field, where knowledge of the court organization, legal terminology, and jury system procedures would have been acquired.</p> <ul style="list-style-type: none"> • Must be detail-oriented, possess excellent computer and telephone skills, and have experience in the Windows operating environment. • Exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards. • Excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing. • Ability to take initiative and work without direct supervision. • Experience with virtual calendaring and hosting and directing meetings using platforms such as Zoom or WebEx. • Ability to communicate information in an accurate, timely, and discreet manner. • Accuracy, attention to detail, and the ability to exercise sound independent judgment. • Excellent customer service skills and an attendance record that indicates reliability. • Ability to work well under pressure.
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's Degree in a related field from an accredited college or university. • Prior court experience with detailed knowledge of jury administration. • Knowledge of legal terminology, federal court processes, and functions of the court is preferred. • Demonstrate a thorough knowledge of the Jury Act and the court's Jury Selection Plan, as well as skill in the use of the court's automated jury program. • Ability to provide leadership in a supportive and encouraging manner.
SALARY RANGE (DEPENDENT ON QUALIFICATIONS)	<p>Court Personnel System Classification Level:</p> <p>CL26, Step 1 – 61, \$51,565 - \$83,803</p> <p>CL27, Step 1 – 61, \$56,646 - \$92,084</p>
BENEFITS	<p>The District Court offers a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules, ORCA transit passes, 24-hour on-site fitness center, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long-term care options, annual sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or</p>

**INFORMATION FOR
APPLICANTS**

regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

Qualified applicants should submit the following:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of the position
- Resume
- [Completed AO78 Form](#) (Application for employment)

Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will be considered complete when all required attachments, in the appropriate format, are received by the Human Resources Unit.

Applications and/or attachments received after the closing date may not be considered.

Application materials can be submitted via e-mail to:

seattle_personnel@wawd.uscourts.gov

Or to:

Human Resources (#21-WAW-31)
U. S. District Court
700 Stewart Street, Suite 2218
Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered "at-will" employees. Applicants selected for interviews must travel at their own expense.

The United States District Court requires employees to follow a code of conduct that is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification,

within a reasonable time from the original announcement, the Court may select a candidate from the applicants who responded to the initial announcement without posting it again. More than one position may be filled from this announcement.

The U.S. District Court is an equal opportunity employer and values diversity in the workplace.